

It's not about the building, It's about the people.



Contract Holder
Contract GS-03F-040AA

Contract Number: GS-03F-040AA

Contract Period: February 4, 2013 through February 3, 2018

Business Size: Small

Comprehensive Furniture Management Services (CFMS)

Federal Supply Schedule 71-11-K

SIN 712-1 Project Management (Furniture / Furnishings Related)

SIN 712-4 Furniture Design / Layout

CONTACTS

Primary Contact: David J. Lee, AIA, Principal
davidl@qarch.com

Secondary Contact: Dawn Shannon
Contracts Administrator
dawns@qarch.com

707 W. Vickery Blvd., Suite 101

Fort Worth, TX 76104-1197

Phone: 817-738-8095

Fax: 817-738-9524

www.qarch.com

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule link at <http://www.gsa.gov>. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, www.gsaadvantage.gov.

quorum

Design. Spaces. People.

It's not about the building, It's about the people.

ABOUT THE FIRM

In business-speak, Quorum Architects, Inc. is a full-service, multi-disciplined, architectural planning and design firm based in Fort Worth, Texas. In plain English, we're architects and interior designers who make a point of listening to our clients. And since we've been doing it since 1992, we're pretty sure we know what we're doing. We've grown quite a bit over the years and we like to think it's because we're interested in building long-term relationships with our clients that go beyond the initial project.

So what else sets us apart from the others? That would be our hands-on approach in which at least one principal, in addition to a project manager, is actively involved with each project from beginning to end. It's called quality control and it's something every job simply must have. Yes, we are proud perfectionists, and we know our clients wouldn't have it any other way.

→ *We believe every good design starts with the space between the ears, not between the walls.*



Labor Categories

Project Manager	\$102.97
Project Architect or Designer	\$91.94
Intern Architect or Designer	\$73.55
Technical Staff	\$72.80
Project Clerical	\$55.67

The average discount is 21% based on Quorum Architects, Inc.'s commercial price list.

Contract Terms and Conditions

- ➔ The rates indicated above are inclusive of the IFF (Industrial Funding Fee).
- ➔ Quantity / volume discount on orders over \$5,000: 3%
- ➔ Prompt Payment Discount Terms: 1% for 15 days
- ➔ Quorum Architects, Inc. is registered with the Central Contractor Registration (CCR) database which has recently changed to System for Award Management (SAM) (www.sam.gov).

Ordering Instructions

An order should include a Statement of Work (SOW), period of performance, organization name and address, and point of contact name, address and phone number.

SERVICES

General Services Administration Schedule Holder Schedule Holder No. GS-03-F-040AA

Comprehensive Furniture Management Services (CFMS)

SIN 712-1 Project Management (Furniture / Furnishings Related)

Quorum's Project Management services include comprehensive support for the programming, planning and design of new or reconfigured office space, and the associated management of the furniture procurement process. Examples of project management services may include:

- ➔ Development of project management plans and implementing strategies
- ➔ Determination of feasibility by space forecasting and building analysis
- ➔ Identification of significant issues related to the project
- ➔ Development, management and coordination of project budgets, schedule and phasing
- ➔ Assistance in preparation of requirements for the design, acquisition, delivery and installation of the furnishings and equipment
- ➔ Oversight of deliveries and installation to ensure adherence to scope of work, installation standards and accurate placement of furniture according to plan
- ➔ Overall interior design and space planning services
- ➔ Management of logistics of interior renovations and furniture installation
- ➔ Compliance with applicable codes and regulations

SIN 712-4 Furniture Design / Layout

Quorum will provide GSA customers with complete interior architecture/design services including space planning, finishes and furniture and artwork consultation. Services include, but are not limited to:

- ➔ Evaluation of customer's overall space and furniture requirements, existing inventory, space standards, the functional environment, workflow and special spatial, equipment or electrical/data requirements.
- ➔ Space planning, material and finish selections and furniture/artwork/equipment selection.
- ➔ Coordination and obtaining plan approval by the customer agency
- ➔ Development of detailed plans and specifications based on the approved design solution. This includes interior design, architectural and engineering design as required for the particular project. These documents will be ready for bidding and construction and will be issued in both printed and electronic formats.
- ➔ Construction administration and furniture delivery and installation oversight.
- ➔ Post-occupancy evaluation and warranty oversight services

Labor Category Descriptions - CFMS

PROJECT MANAGER

Responsibilities

The Project Manager will serve as the main point of contact between the client and the project design team. He or she will be responsible for the entire project, including the design team and all relevant tasks. The project manager will develop the overall project strategy, then will manage the process and the team, control budget and schedule and ensure that design and quality goals are met.

Qualifications

The Project Manager must have acquired a minimum 4 year professional degree in architecture or interior design as well as maintaining current professional license. He or she will have attained a minimum of 8 years relevant experience and demonstrated team leadership skills.

PROJECT ARCHITECT OR DESIGNER

Responsibilities

A Project Architect or Designer will be responsible for significant aspects of a project, including the design and technical aspects. He or she will report directly to the project manager and will provide backup to this person as required to successfully complete the project.

Qualifications

The Project Architect or Designer must have acquired a minimum 4 year professional degree in architecture or interior design and will hold a professional license. The Project Architect or Designer will have a minimum of 6 years relevant experience and demonstrated design, communication and technical skills.



Labor Category Descriptions - CFMS

INTERN ARCHITECT OR DESIGNER

Responsibilities

An Intern Architect or Designer will be responsible for supporting the Project Manager and Project Architect or Designer in successful execution of the technical aspects of the project. Typically, he or she will develop models and drawings, detailed data gathering and key research, perform calculations and prepares drafts of project deliverables and quality control and review. The Intern Architect or Designer will be primarily responsible for communication of files and information between all members of the design team.

Qualifications

The Intern Architect or Designer must have acquired a minimum 4 year professional degree in Architecture or Interior Design and will be working toward professional licensure as an intern. The Intern Architect or Designer will have a minimum of 3 years relevant experience and demonstrated design and technical skills.

TECHNICAL STAFF

Responsibilities

Technical Staff will provide routine and basic support for assigned projects. They will complete detailed drawings from sketches, plan, specification and written and verbal instructions. They may also be involved in generating models, videos and other presentations for the project.

Qualifications

Technical Staff must have acquired a minimum of 2 year Associate's Degree in a related field with a minimum of 1 year of relevant experience.

PROJECT CLERICAL

Responsibilities

Project Clerical staff will provide office support to the entire team, and will be responsible for managing the office, including documentation, filing and copying, organizing, and producing required reports and supporting documentation.

Qualifications

The Project Clerical staff will typically hold at least a high school degree and 1 year of relevant experience.

Terms and Conditions

- 1a. Awarded Special Item Number(s):
SIN 712-1 Project Management (Furniture / Furnishings Related)
SIN 712-4 Furniture Design / Layout
- 1b. Price List: See Page 3
- 1c. Labor Category Descriptions: See Pages 5-6
2. Maximum Order: SIN 712-1 \$500,000
 SIN 712-4 \$500,000
3. Minimum Order: SIN 712-1 \$100
 SIN 712-4 \$100
4. Geographic Coverage: Domestic Only
5. Point(s) of Production: 707 W. Vickery Blvd., Suite 101, Fort Worth, Texas 76104 (Tarrant County)
6. Discount from List Prices or Statement of Net Price: Government net prices (discounts already deducted)
(See Page 3)
7. Quantity Discounts: 30% for Orders Exceeding \$5,000
8. Prompt Payment Terms: Net 30 Days
9. Government purchase cards accepted up to the micropurchase threshold: Yes
10. Foreign items (list items by country of origin): N/A
- 11a. Time of Delivery: As Negotiated between Quorum and Ordering Entity
- 11b. Expedited Delivery: Contracted Delivery
- 11c. Overnight and 2-day delivery: Contracted Delivery
- 11d. Urgent Requirements: Contracted Delivery
12. F.O.B. Point(s): Destination

Terms and Conditions

- 13a. Ordering address:
Quorum Architects, Inc.
707 W. Vickery Blvd., Suite 101, Fort Worth, TX 76104
Phone: 817-738-8095
Fax: 817-738-9524
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:
Quorum Architects, Inc.
707 W. Vickery Blvd., Suite 101, Fort Worth, TX 76104
15. Warranty provision: Contractor's Standard Commercial Warranty
16. Export packing charges, if applicable: N/A
17. Terms and conditions of Government purchase card acceptance
(any thresholds above the micropurchase level): N/A
18. Terms and conditions of rental, maintenance and repair: N/A
19. Terms and conditions of installation: N/A
- 20a. Terms and conditions of repair parts indicating date of parts price list and any discounts from price list: N/A
- 20b. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
- 24a. Special attributes: N/A
- 24b. Section 508: N/A
25. Data Universal Number System (DUNS): 80-5668902
26. Registration in Central Contractor Registration (CCR) database: Registered - Cage Code: 3H8A9

It's not about the building, It's about the people.

Design Experience

quorum

Design. Spaces. People.

It's not about the building, It's about the people.

EXPERIENCE

Range Resources

→ After seeing the offices of Range Resources, John Avila, President of Thos. S. Byrne stated: "This space was very nicely done. It conveys the stability and richness I am looking for in my new office space."

-John Avila
Thos. S. Byrne



It's not about the building,
it's about the people.

Being a fairly young company, Range Resources wanted a look that was unique yet based in the tradition of their profession. After discussing the ideas of displaying petroleum maps and pictures of rigs, Quorum cut to the source of the product – natural resources. The space was designed with materials that are natural or look natural. After several brainstorming meetings, Quorum proposed a wall in the main entry made from clay to replicate the earth's strata with a drill bit seeking oil. We used natural limestone and marble tiles along with mosaics on the floor. Luminous acrylic panels fabricated to look like alabaster were hung for lighting and signage.

The original space consisted of two offices which were consolidated thus expanding the overall square footage. Range Resources has called upon Quorum for additional expansions and, more recently, to help them with their audio/visual needs. We consolidated their mail room and work room into a large audio/visual room. The space was designed with Cisco TelePresence which allows the client to connect with other offices via face-to-face teleconferencing around a highly secure virtual meeting table any time.



It's not about the building, It's about the people.

EXPERIENCE

Harris, Finley & Bogle, P.C.



→ The space Quorum created for us in the year 2000 feels as fresh, livable, and workable today as it did when they delivered it -- we couldn't be more pleased.

-Ken Adair
Harris, Finley & Bogle, P.C.

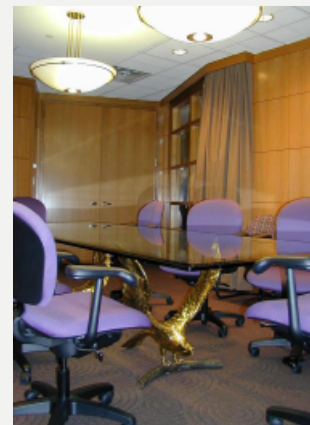
It's not about the building,
it's about the people.

The tornado made them do it!

After their offices were destroyed in the great Fort Worth Tornado of 2000, Harris Finley & Bogle needed a new home. Quorum was hired to plan their new space.

Two basic challenges were given to Quorum - one was to design a fresh look beyond the traditional dark paneling of their last office, but not so modern as to make the founding partners, nor long time clients uncomfortable. The second request was to plan for future expansion into the remaining 3,000 square feet of office space without disrupting normal office functions.

Quorum provided a plan that solved both challenges. Consequently, Harris Finley & Bogle has been one of our best referral clients.



It's not about the building, It's about the people.

EXPERIENCE

Jetta Operating Company



It's not about the building,
it's about the people.

When Jetta saw how well Quorum Architects, Inc. had renovated their attorney's offices, they knew who to call once they got approval to expand office space. This oil and gas company, located in Penthouse I of the Fort Worth Club called on Quorum to help with their 7,000 square foot renovation into an adjacent area on their floor.

The corridors were widened to improve circulation throughout the entire floor and we centralized the reception area clad with leather panels and cork flooring to be immediately seen upon exiting the elevators which created a dramatic focal point for all visitors.

During construction, it was imperative that the client remain operational. We were able to phase the project so that operations were undisturbed.

